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From: Stuart, Brittany
Sent: Mon 8/17/2015 1:04:21 PM
Subject: Procedure for Lab Notebooks

Sent: Monday, August 17, 2015 1:04 PM
To: Washington, John; Avant, Brian; Sullivan, Kate; Barber, Craig; Prieto, Lourdes; Knightes, Chris
From: Stuart, Brittany
Subject: Procedure for Lab Notebooks

Hello All,

I have distributed lab notebooks to each of you for use in Animas River. Requirements for documentation and use of lab notebooks can be found in ORD Policy and Procedure Manual, Section 13.02 which can be accessed by using the following link:

<http://intranet.ord.epa.gov/sites/default/files/13.2%20Paper%20Laboratory%20Records.pdf>

Please read the procedural part of this section as it pertains to keeping records in lab notebooks. I would also highly encourage getting into the habit of bringing your lab notebook with you to meetings on Animas River and taking notes directly in it. I have posted a copy of this document in the Animas River folder under the QAPP section for quick reference during the project. If you have any questions, let me know.

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